

Instructions for Completing the Indiana Application for Wastewater Treatment Plant Apprentice to Request Certification

- Obtaining the Certification Application Form and Submitting Completed Application With Fee to IDEM
The exam application is available online at:

<http://www.in.gov/icpr/webfile/formsdiv/53785.pdf>

At this time, applications are not available to be submitted electronically. Please print the application form, *complete all requested information*, and sign it. Mail the completed application and the \$30 application fee along with all supporting documents to:

Indiana Department of Environmental Management
100 N. Senate Ave– Mail Code 50-10C
Indianapolis, Indiana 46204-2251

Application forms may also be obtained directly from this office at any time.

- When Applying for More Than One Certification if You Have Passed More Than One Certification Exam
Please complete a separate application for each certification you wish to obtain. There is a \$30 fee for each application.
- Completing the Certification Application
 1. Please indicate your Apprentice Card number and the expiration date.
 2. Please indicate which certification you wish to obtain.

Section I – Must be completed by all applicants. Please print all of the information requested in this section. Your home address is preferred. Indicate whether you have previously applied for wastewater certification and if presently are a certified operator in Indiana. If yes, indicate the highest certification held and the certificate number.

Section II – Must be completed by all applicants. Indicate whether you are a high school graduate or hold a GED. If neither, circle the highest grade completed. If you do not hold a high school diploma or GED, you will be required to substitute work experience for the lacking high school education. Original college transcripts are required for Class IV and Class D applications or if education is being used to substitute for experience. Copies of Continuing Education Credit Reports must be submitted for proof of continuing education. **NOTE that a wastewater apprentice applying for certification must have completed all required continuing education after the effective date of their apprentice card.**

Section III - Must be completed by all applicants. List all wastewater treatment plant experience starting with your current position.

- Acceptable Experience
The definition of “acceptable experience” may be found in 327 IAC 5-22-3(1). “Acceptable experience” means employment in the actual *hands-on operation, maintenance, management, or supervision of a wastewater treatment plant. Acceptable experience shall be obtained under the supervision of a certified operator or by otherwise demonstrating to the commissioner that the applicant’s experience meets the requirements described in the rule.* Please refer to 327 IAC 5-22 to determine the classification of your facility, amount and type of experience and education you need; and substitutions allowed.

Include all of the information requested. Please be specific. If your position title and job duties are not specific, credit will not be given. **If a portion of your duties do not meet the definition of acceptable experience, please estimate the percentage of your time (hours per week) spent in acceptable experience duties and note this on your application.*

Section IV – Must be completed by Class III, IV, C and D applicants. List specific responsible charge duties. The definition of “responsible charge experience” may be found at 327 IAC 5-22-3(11):

“Responsible charge operator” means the wastewater treatment certified operator who makes process control or system integrity decisions about the overall daily operation, maintenance, management, or supervision of a wastewater treatment plant necessary to meet the performance requirements and limits of the assigned permit and any applicable local ordinance or other regulatory requirements. The responsible charge operator must assure that written and electronic monitoring reports are prepared under his or her direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The responsible charge operator certifies that, based on his or her inquiry of the persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of the knowledge and belief of the responsible charge operator, true, accurate, and complete.

Section V - Must be completed. Please read the statement, sign and date the application.

Section VI - This section must be completed by your supervisor.

Questions and Concerns:

If after reviewing the material on the WWC/CE Website you still have questions regarding the Wastewater Certification Program, please contact Rebecca McMonigle at rmcmonig@idem.in.gov, (317) 232-8791, or toll free 1-800-451-6027 ext. 28791.